



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY
INTERNAL CANDIDATES ONLY
September 9, 2016**

POSITION: ONLINE MENTOR

LOCATION: To be determined

JOB SUMMARY: The online mentor works directly with students enrolled in online classes to provide face-to-face support and weekly monitoring. The online mentor assists students in time management and learning how to communicate regularly through digital platforms.

REPORTS TO: Principal

KNOWLEDGE, ABILITIES, AND SKILLS: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must:

1. Be a current Calvert County Public Schools employee in good standing.
2. Demonstrate skill in online learning and the use of a variety of instructional strategies and techniques, including technology.
3. Demonstrate skill in organizational and time management strategies.
4. Demonstrate ability in written and oral communication.
5. Demonstrate ability to relate effectively to students, teachers, staff, central office personnel, parents and community members.
6. Demonstrate success in accomplishing tasks consistent with those responsibilities listed below.
7. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

1. Manage a caseload of up to six students.
2. Conduct weekly reviews of the online course calendar, assignments, and course statistics to monitor student progress.
3. Consult with students in person, through e-mail or by phone at least once a week to monitor student progress and provide support.
4. Communicate and intervene on an escalating basis with school-based counselor and/or building administration when a student fails to make adequate progress.
5. Coordinate services for students as needed, including the securing of student assistance through contact with the course instruction via e-mail or telephone, and/or facilitating the contact of another teacher or student for tutoring
6. Consult with parent/guardian as needed to report on student progress.
7. Complete a biweekly log that documents communication with the student, parent, and the online teacher.
8. Participate in an online professional learning community including discussion boards, best practices as an online mentor and support in navigating specific Learning Management Systems.

OTHER JOB DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as required or assigned by the Principal, Vice Principal, or designee.

PHYSICAL DEMANDS: Position requires significant periods of standing and walking, and is performed in a typical school environment.

UNUSUAL DEMANDS: May be subject to a flexible work schedule.

FLSA STATUS: Exempt.

TERMS OF EMPLOYMENT: Extra-duty, extra-pay position: \$600 stipend for full year of \$300 for a semester.

APPLICATION PROCEDURE: Application deadline is September 19, 2016 at 4:30 p.m.

Option 1: **Current Calvert County Public Schools employees** need to submit interest via AppliTrack on CCPS website, www.calvertnet.k12.md.us

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
 - Director of Human Resources
- 410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.